



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

05 OCT 2006

MEMORANDUM FOR ALL PERSONNEL

FROM: HQ ARPC/CC

SUBJECT: Inclement Weather Guidance Memorandum 15-02

1. To ensure the word gets out in a timely manner this winter season, the following guidance will be followed for ARPC, DFAS and associated tenants. First, after consulting with the 460th SW; ARPC and DFAS will conduct an assessment of weather and road conditions within a 100-mile radius of Bldg 444 and make a decision as to ARPC's reporting status. Secondly, we will communicate that decision using our telephone recall procedures. To maximize notification opportunities, we will also use the following secondary measures to disseminate ARPC's reporting status:

- a. Two phone lines, 303-676-6578 and 303-676-6579, with pre-recorded reporting instructions
- b. A posted message on the ARPC website at <http://arpc.afrc.af.mil>
- c. Local media outlets, both radio and television. Announcements will make specific reference to HQ ARPC. The stations that will carry our reporting instructions are:

Television:

Denver: KDVR 31 - Fox affiliate
KCNC 4 - CBS affiliate
KMGH 7 - ABC affiliate
KUSA 9 - NBC affiliate

Colorado Springs: KOAA 5/30 - NBC affiliate

Radio:

Denver: KYGO 98.5 - Country
KJCD 104.3 - Jazz
KBPI 106.7 - Rock
KIMN 100.3 - Adult contemporary
850 KOA - Talk radio

Colorado Springs: KSKX 105.5 - Jazz
KKCS 101.9 - Country
KRDO 95.1 - Adult contemporary
850 KOA - Talk radio

- d. E-mail and/or public address announcement notifying of early release.

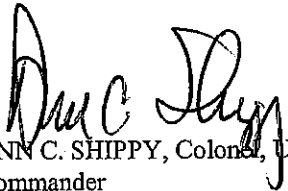
2. If severe weather occurs during non-duty hours, the reporting status for the next workday will be made no later than 5 a.m. Employee notification will commence immediately thereafter using the telephone recall roster. If the decision is to close for the day, employees should not report to work unless otherwise instructed by their supervisor. When delayed reporting or early release is necessary, a specific report or release time will be given. In delayed reporting situations, do not report prior to the designated arrival time. This delay is critical to allow time for snow

and ice removal from roads, parking lots and sidewalks. If early release is warranted, we will establish a single departure time for all employees as opposed to a phased or staggered release.

3. For questions about how to classify the reporting situations listed above for our civilian employees, please refer to AFI 36-815, *Absence and Leave*, chapters seven and eight. Attached is a decision table for charging civilian leave based on that guidance. For additional clarification, contact our civilian personnel flight.

4. To meet mission requirements and still take the best possible care of our people, directors must ensure all personnel have been briefed and understand these procedures. Prompt notification is the key to success so please make sure you have a current recall roster with you at all times.

5. If you have any questions, please contact Mission Support at extension 6-6324.
Let's work together to have a safe winter!


ANN C. SHIPPY, Colonel, USAF
Commander

Attachment:
Decision table for charging civilian leave

DECISION TABLE FOR CHARGING CIVILIAN LEAVE

RULE	IF	THEN
1	ARPC is closed for the duty day for all non-essential employees	you will be granted administrative leave. (Note 1) (AFI 36-815)
2	ARPC is closed before the beginning of the duty day, and you are scheduled to be on leave	you will be granted administrative leave. (Note 2) (AFI 36-815)
3	ARPC is closed before the beginning of the duty day, and you are on your alternate work schedule (AWS) day off	you are not entitled to another AWS day off "in lieu of". There is no provision in AFI 36-815 to grant excused absence to an employee on an AWS day off.
4	ARPC is on delayed reporting and you arrive by the designated arrival time	you will be granted administrative leave to cover the period from the beginning of the regular workday until the time you arrive for work. (AFI 36-815, P 7.6.2)
5	ARPC is on delayed reporting and you make every attempt to report for work on time, but you arrive after the designated arrival time	you will be granted administrative leave through the late opening time. You may be granted a reasonable amount of excused absence or charged leave from the designated arrival time to your actual arrival time. (Note 3) (AFI 36-815, P 7.6.2, P 8.3)
6	You are on duty and depart (with supervisory approval) after receipt of official word of early release , but before the time authorized for your release	you may be granted a reasonable amount of excused absence or charged leave from the time you depart until the time authorized for your release. (Note 3) (AFI 36-815, P 7.6.1, P 8.3)
7	You are on duty and depart on approved leave prior to the early release announcement	you will continue to be charged leave (AFI 36-815, P 7.6.1)
8	You are on approved leave the first part of the day and are scheduled to report later in the day, but ARPC implements early release before you can report for duty	you will be charged leave from the beginning of the duty day until the time authorized for your release. Administrative leave will be granted from the time authorized for your release. (Note 3) (AFI 36-815, P 7.6.1, P 8.3)
9	You are on approved leave the first part of the day and are scheduled to report later in the day. ARPC implements delayed reporting during the period you are on leave and before you are scheduled to report for duty	you will be granted administrative leave through the delayed reporting time. You will be charged leave from the delayed reporting time to the time you report for duty. (Note 3) (AFI 36-815, P 7.6.1)
10	ARPC is open as usual and then implements early release and you are unable to report for work prior to the release time	you may be charged leave for the entire day. (Note 3) (AFI 36-815, P 7.6.1, P 7.6.2)
11	ARPC is on delayed reporting and also implements early release, but you are unable to report for work	you may be charged leave for the entire day. (Note 3) (AFI 36-815, P 7.6.1, P 7.6.2)
12	ARPC is open as usual, but you are unable to report for work due to weather conditions	you may be charged leave for the entire day. (Note 3) (AFI 36-815, P 7.6.1, P 7.6.2)
13	ARPC is open as usual, but due to the varying impacts of the weather situation in some areas, a liberal leave policy is in effect	contact your supervisor for leave approval. (AFI 36-815, P 7.4.2)

Note 1: All ARPC employees are considered "Non-Essential" for reporting purposes during inclement/hazardous weather conditions.

Note 2: The core hours of ARPC's duty day for reporting purposes during inclement/hazardous weather conditions is 7:30 a.m.- 4:30 p.m.

Note 3: Annual leave or leave without pay (earned compensatory time off or credit hours may be used) should be charged for absence in excess of the authorized absence/tardiness, unless management reviews the facts in each case and determines the employee made reasonable efforts to get to work by the designated time but was unable to do so.

Winter Driving & Travel Safety

It's that time of the year again when the warm days of summer give way to the cooler days of autumn as the cold winter weather approaches and with it the weather becomes seasonally unpredictable and varied. There's not many places where you can have clear skies, snow, and thunder & lightning... all within 30 minutes of each other and on rare occasions all at the same time.

With the extreme environmental changes taking place now is the perfect time to get your vehicle ready for the season and to review some safety tips for travel in the coming months.

Preparing Your Vehicle: Maintenance and Care

It's always a good idea to keep up on the routine maintenance of your vehicle no matter what the season however it's even more important during the winter season. Regular oil changes and tire rotation will prolong the life of your car and tires, regardless of the season.

Tires. The Colorado Department of Transportation (CDOT) recommends a minimum of 1/8th of an inch of tread on your tires and to keep them properly inflated. Be sure to check your spare tire(s) as well. All-season radials on a front-wheel drive vehicle are usually adequate, while CDOT recommends snow tires for rear-wheel drive vehicles. Snow tires are still recommended for winter driving conditions as proper tires can make all the difference in the world when driving on snow and ice.

Wipers. Be sure to check your wipers and wiper blades. Check for cracks, rips or tears. Make sure the wiper arms are working properly too. Winter wiper blades can help prevent ice from building up and disrupting their effectiveness. It's a good idea to keep a spare set of blades handy.

Fluids. And speaking of wipers, make sure you keep your wiper fluid topped off. It's wise to keep an extra container of fluid with you. With all the runoff/melt and de-icer it's vitally important to keep plenty of fluid on-hand. Also, make sure your radiator fluid (antifreeze/coolant) is topped off and meets the recommended temperature protections. Your vehicle's owner's manual will have that information or you can have it professionally checked.

Lights. Be sure to regularly check your headlights, brake lights, parking lights, turn signals and proper function of your emergency flashers.

Battery. A good strong battery is a must. Make sure your battery is properly charged and in good condition. Clean the terminals and be sure the cells are filled. It's a real bummer when your battery is too weak to start your car when you're in a bitterly cold wind.

Heater/Defrost. Make sure your heater and defrost work properly. This seems trivial now but it will make all the difference in the world in inclement weather, especially when you need them.

In summary, a well-prepared and maintained car will keep you in good and bad weather alike. It will reduce the chances of emergency procedures becoming necessary and possibly get you out trouble too!

Preparing Your Vehicle: Emergency Kit

It's good to keep your vehicle in good operating condition but something adverse can still occur. In those instances it's helpful and wise to keep an emergency kit on hand.

Emergency Blanket. A warm blanket is a good idea in case you become stranded and your clothing is not sufficient to get you by. An old wool blanket or an emergency blanket from the store will do. Of course it's always a good idea to take additional warm clothing and footwear with you wherever you go, just in case.

First Aid Kit. A properly stocked first aid kit is a good idea no matter the season. In addition to the usual bandages, ointments and tape it's recommended that you keep some re-sealable plastic bags (emergency ice-pack) as well some hand and foot warmer packs, lip balm, aspirin and sunscreen. Some matches and a candle are also a good idea.

Food and Water. Keep some protein, power, energy or meal replacement bars on hand. Anything that is high in calories like that will do. Keep a gallon of water on hand as well. If you become stranded somewhere you will be glad you did!

Roadside Kit. There are few items that are nice to have on hand when things go from bad to worse. Any roadside kit should have, as a minimum, these items: flares or emergency reflectors, emergency or flash light(s) and extra batteries (be sure your batteries are in good condition,) rain gear, jumper cables, tire chains and an entrenching tool (folding shovel). A small hand saw or hatchet is wise when traveling in the mountains or remote areas.

It's been said many times before. It's better to have and not need than to need and not have. The better prepared you are the better off you'll be something happens.

Weather Conditions:

Weather around here, especially in the mountains, can change dramatically and suddenly. It is strongly advised that you check weather conditions for all points along your trip so you can plan accordingly. Here are two websites you might check out.

<http://weather.noaa.gov/>

<http://www.weather.com/>

Road Conditions:

Like the weather, so too can the road conditions wildly change though the bad conditions can linger long after the weather improves. Here are some helpful websites for looking up road conditions around the state and around the country.

www.cotrip.org

<http://www.dot.state.co.us/>

<http://www.usroadconditions.com>

Driver Safety Tips:

Here are a few additional tips to keep in mind during your travels. As the saying goes, an ounce of prevention...

1. Know where you're going and your route.
2. Check the weather and road conditions along your route.
3. Leave an itinerary with a friend or family member and have check-in times.
4. Allow or plan for travel delays along the trip. Don't be in a hurry!
5. Allow extra following distance and slower speeds on slippery roads.
6. Four-wheel drive does not mean four-wheel stop.

7. Slow down for reduced visibility conditions or you may violently meet your fellow travelers or your journey may end abruptly.
8. Be sure to take regular short breaks every couple of hours and limit your driving to 8 hours a day. The strain of driving in bad weather or on bad roads can be very fatiguing.

ARPC Inclement Weather Policy:

After consulting with the 460 SW, ARPC leadership will conduct an assessment of weather and road conditions within a 100-mile radius of ARPC and make a decision as to ARPC's reporting status. ARPC will communicate that decision using telephone recall procedures. Prompt notification is the key to success.

Everyone should ensure their local contact information is updated within their respective directorates and each employee has a current recall roster at all times. If severe weather occurs, notification will commence no later than 5 a.m. To maximize notification opportunities, ARPC will also use the following three other means to disseminate ARPC's reporting status: There are now two "SNOW" lines in ARPC Public Affairs, 303-676-6578 and 303-676-6579, with recorded reporting instructions. The ARPC public web site will also have the ARPC Status on the home page near the top. The web address is <http://arpc.afrc.af.mil>. Click on the "Status" to see the day's reporting procedures.

Finally, local media outlets, both radio and television will have announcements making specific reference to "HQ ARPC." The stations listed below will carry ARPC reporting instructions: If there is an early release, an e-mail and/or public address announcement will be made via Public Affairs.

If the decision is to close for the day, employees should not report to work unless otherwise instructed by their supervisor. When delayed reporting or early release is necessary, a specific report or release time will be given. In delayed reporting situations, do not report prior to the designated arrival time. This delay is critical to allow time for snow and ice removal from roads, parking lots and sidewalks.

If early release is warranted, ARPC will establish a single departure time for all employees as opposed to a phased or staggered release.

To meet mission requirements and still take the best possible care of ARPC personnel, directors must ensure all have been briefed and understand these procedures.

For questions about how to classify the reporting situations listed above for ARPC civilian employees, refer to AFI 36-815, Absence and Leave, Chapters seven and eight.

For more information contact Maj. Mike Saylor, Mission Support Director, at extension 6-6321 or Public Affairs at 6-6515.

Television Stations:

Denver:

- KDVR 31- Fox affiliate
- KCNC 4-CBS affiliate
- KMGH 7-ABC affiliate
- KUSA 9-NBC affiliate

Colorado Springs:

- KXRM 21-Fox affiliate
- KOAA 5/30-NBC affiliate

Radio Stations:

Denver:

- KYGO-98.5-Country
- KJCD-104.3-Jazz
- KBPI-106.7-Rock
- 850 KOA-Talk radio
- KIMN-100.3-Adult Contemporary

Colorado Springs:

- KSKX-105.5-Jazz
- KKCS-101.9-Country
- 850 KOA-Talk radio
- KRDO-95.1-Adult Contemporary

Additional Resources:

Center Scene Articles.

https://wwwmil.arpc.afrc.af.mil/announcements/Center_Scene_2005/Nov112005centerscene.pdf

Prepping your car for winter.

https://wwwmil.arpc.afrc.af.mil/announcements/Center_Scene_2005/Oct72005centerscene.pdf

Inclement weather policy.

https://wwwmil.arpc.afrc.af.mil/announcements/Center_Scene_2005/Dec092005centerscene.pdf

Holiday travel tips.

ARPC Safety Intranet Page.

<https://wwwmil.arpc.afrc.af.mil/safety/media/ppt/WetWeatherHazards.pps> Wet weather hazards

Other Links:

www.cotrip.org – CDOT travel info

<http://www.dot.state.co.us/> - CDOT website

<http://www.usroadconditions.com> – website that links to road conditions around the US

Travel and Preparedness Tips

<http://www.cotrip.org/winterdriving/drivingtips.htm>

<http://www.cotrip.org/winterdriving/faqpreparedness.htm>

<http://www.dot.state.co.us/Publications/Brochures/NewSlickTips.pdf>

<http://www.roadandtravel.com/safetyandsecurity/winterdrivingtips.htm>

<http://www.roadandtravel.com/carcare/winterdrivingtips.htm>

Weather Conditions and Forecasts

<http://weather.noaa.gov/>

<http://www.weather.com/>

Avalanche information.

<http://geosurvey.state.co.us/avalanche/>